



City of Gary
DEPARTMENT OF COMMERCE
BUILDING DIVISION

JEROME A. PRINCE
Mayor

401 Broadway ~ Room 101
Gary, IN 46402
(219) 881-1377
Fax: (219) 881-1425

DAVID R. STALF
Building Commissioner

CHECKLIST FOR APPLYING FOR A HOMEOWNER'S PERMIT

1. _____ As proof that you are the owner of said property you must submit to this department a copy of a deed or a tax statement or a mortgage statement.
2. _____ As proof that you reside in the property for which the permit is being obtained, you must provide to this department a copy of a utility bill (gas, electric, water, sanitary district, or telephone). We will also need a copy of your Driver's License or State I.D.
3. _____ Proof of Dumpster receipt (when applicable). If you plan to dispose of the materials yourself, you must provide a notarized letter stating where you will be dumping the materials.
4. _____ Copies of purchase receipts and/or quotes for materials are required. If the work is for new construction or an addition, a copy of the plans and a survey must be submitted to this office.
5. _____ You must go to the Planning & Zoning Department located in City Hall, Room 304 and obtain a Clearance (Zoning Certificate) to obtain a building permit. Bring the clearance to the Building Department along with items listed on numbers 1 – 4 and your completed Application.

PLEASE NOTE: HOMEOWNER'S PERMITS ARE ONLY ISSUED TO OWNERS THAT CURRENTLY RESIDE IN THE PROPERTY OR WILL RESIDE IN THE PROPERTY AFTER REPAIRS. RENTAL/COMMERCIAL PROPERTIES REQUIRE A LICENSED CONTRACTOR. A MINIMUM \$50.00 INSPECTION FEE IS REQUIRED IN ADDITION TO THE PERMIT FEE.

Sec. 105-20. REQUIREMENTS

(b) Permits shall be granted to the actual owner of the premises in which that owner actually resides. Any permit issued to the owner of any property that is not the place of permanent residence shall be issued at the discretion of the building commissioner for only minor/cosmetic work

**CASH, CHECK, AND MONEY ORDERS ACCEPTED
PAYABLE TO THE CITY OF GARY**

GBD101: REVISED 04/16/20
File: Homeowner checklist



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APPLICATION FOR A CITY OF GARY HOMEOWNER'S PERMIT

Instructions: The application must be filled out accurately, completely, and must be accompanied by proof of ownership of the property to be improved. Applicant must present identification bearing his/her picture and place of residence.

1. Name of owner: _____
2. Owner's address: _____ Phone No. _____
3. Address of property to be improved: _____
4. Legal Description: _____
5. Describe the work you wish to do: _____
6. Where are you dumping the materials? _____
7. Are there any structural changes involved? _____
8. Have you had any experience in doing this type of work? Yes _____ No _____.
9. Who will be helping you do this work _____,

	Name	Relationship
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10. Are you making a contract with an unlicensed person to do this work that would involve you paying for more than materials? Yes _____ No _____.
11. Will you be performing the work in conjunction with a licensed contractor? Yes _____ No _____
12. If the answer to # 9 or # 10 is yes, state the name of the contractor/unlicensed person: _____
13. Is the above property your: current residence _____ OR: residence after repairs _____

STATE OF INDIANA)
) SS:
 COUNTY OF LAKE)

_____, homeowner, being first duly sworn upon his/her oath deposes and says that he/she will not perform any HVAC, Electrical, or Plumbing work to said property and that he/she is the applicant in the foregoing application for the homeowner's permit and that all statements contained therein are true to the best of his/her knowledge and belief.

Printed Name _____ Applicants Signature _____
 Subscribed and sworn to before me this _____ day of _____ 20 _____.

 Notary Public
 Lake County Residence
 My Commissioner Expires: _____

I understand that if I obtain a permit for an unlicensed contractor, I have violated the following ordinances, and that I will be cited and taken to court to appear before a judge.
 150.108(B) Aiding, abetting, or knowingly combining or conspiring with an unlicensed person.
 150.113 Providing false information in obtaining permit (pulling permit for unlicensed person).

 Building Commissioner Signature of Approval